

NOTICE OF REQUEST FOR PROPOSALS
Washington County – Class III Cultural Resource Inventory
for Six Land Parcels:
Brigham Road, Leeds, Long Valley, Sand Hollow,
Silver Reef, and Toquerville/Westbrook

REQUEST FOR PROPOSAL

The Washington County Habitat Conservation Plan Administration (HCP) is seeking proposals from qualified firms for professional services to complete a class III Cultural Resource Inventory on six land parcels not to exceed 1,820 acres on BLM managed lands. (see attached Statement of Work)

History: When the Red Cliffs Desert Reserve was established in 1996, several parcels of private property were included, with the provision that the owners would be compensated by the U.S. Government through exchange or purchase of their property. The current project is an effort to identify and collect needed information on some BLM managed properties that will allow them to be evaluated for potential exchange in order to help meet that commitment. The BLM St. George Field Office (SGFO) and Washington County are cooperating on the project and require assistance for the collection and evaluation of cultural resource data to determine if the Brigham Road, Leeds, Long Valley, Sand Hollow, Silver Reef and Toquerville / Westbrook land parcels are suitable for disposal from federal ownership. The acquired data will be used for compliance with relevant federal laws including the Federal Policy and Management Act (FLPMA), the National Environmental Policy Act (NEPA), and the National Historic Preservation Act (NHPA).

SUBMITTAL PROCEDURE / TIMELINE

Proposals submitted must bear the title *Washington County – Class III Cultural Resource Inventory RFP*.

Proposals must be received no later than 9:00 a.m. on August 11, 2014. All proposals must be delivered to Washington County, 197 East Tabernacle, St. George, UT, 84770, by mail, fax or hand delivery.

Proposal questions should be referred to Robert Sandberg.
Phone (435) 634-5759, or (435) 634-5758 Fax.

PROPOSAL REQUIREMENTS

Proposal must include the following elements:

1. *Scope of services*. Provide your firm's understanding of the scope of services required for the project, plus any refinements (additions, subtractions, changes, suggestions) your firm feels are necessary.

The scope of services shall cover all the elements necessary for completion of the Class III Cultural Resource Inventory. These include but are not limited to:

- a. Collection and evaluation of cultural resource data to determine whether the above referenced parcels are suitable for disposal from federal ownership. (See Statement of Work attached).
 - b. Possession of current applicable licenses and/or certification.
 - c. Following the proper safety procedures for any equipment or machinery used.
 - d. An estimated timeline and number of units (acres) completed per day of work.
 - e. Type and amount of personnel, equipment or methods available for use in completing the project.
2. *Fee Schedule.* Proposals must include a total cost of all services to be provided by your firm. Please provide a breakdown and subtotals of necessary services where appropriate i.e., cost per unit (hour, day, acre, job, etc.) including transportation or set-up fees. Also include any discounts or donations your firm is providing to the project.
 3. *Sub-contractors.* Include a list of any sub-contractors that may be assigned to the project. The County reserves the right to approve all sub-contractors used on the project.
 4. *Work Products.* Provide a statement of products completed i.e., acres or area completed.
 5. *Certification of Legal Work Status.* Washington County requires any consultant, contractor, sub-contractor, or other entity doing work for the county, to certify that all employees have legal status.

Washington County will receive sealed proposals until 9:00 a.m. local time, Monday, August 11, 2014 at the Washington County Commission Office, 197 East Tabernacle, St. George, Utah, for the following project:

Class III Cultural Resource Inventory for a maximum of 1,820 acres dispersed over six land parcels: Brigham Road, Leeds, Long Valley, Sand Hollow, Silver Reef, and Toquerville/ Westbrook

Specifications for the cultural resource inventory may be downloaded from the Red Cliffs Desert Reserve website @ <http://www.redcliffsdesertreserve.com> OR obtained on or after Friday, July 11, 2014, from the Red Cliffs Desert Reserve Visitor Center, 10 North 100 East, St. George, Utah 84770. There will be a charge of \$5.00 per printed specifications.

Bids will be opened publicly at 9:05 a.m., Monday, August 11, 2014, in the Conference Room of the Washington County Administration Building, 197 East Tabernacle, St. George, Utah.

Proposals that contain irregularities of any kind may be rejected as informal or incomplete. The project will be awarded to the lowest responsible responsive bidder determined using the selection criteria below. If, however, the County deems it to be in the best interest of the County, the County reserves the right to reject any and all bids, and to waive any informalities or minor defects in any bids.

SELECTION CRITERIA

Proposals shall be rated according to the following criteria:

1. The firm's understanding of the project's scope of services;
2. The firm's methodology;
3. Presentation of a reasonable time schedule;
4. Professional qualifications of the firm and its personnel;
5. Provisions of adequate professional staff with verifiable experience in similar projects;
6. Demonstrated ability to efficiently perform, meet schedules, and maintain budgets as originally proposed;
7. Proven recent experience of the firm to successfully complete projects of a similar nature within the established time frame and that adequately and accurately addresses the project scope of services;
8. Proven ability to work in harmony with clients;
9. Completeness, originality, conciseness, and clarity of the response to this RFP.
10. Cost of the project and/or components.

All proposals submitted shall remain the property of the County and will be retained or disposed of as appropriate, by the County. All proposals, once opened, will become public documents and subject to records requests under the Utah Government Records Management Act.